

Government Travel Card Policy

Policy for the Government Travel Card is found in the Department of Defense Financial Management Regulation (FMR), Volume 9, Chapter 3. It is rather comprehensive and covers areas such as policy, responsibilities, mandatory use of the card, management controls, and delinquency management.

Arguably, the most critical aspect of the FMR is the cardholder responsibilities. If cardholders are aware of and comply with the regulations, abuse and delinquency can be kept to a minimum. Below is a list which synthesizes what the cardholders should and should not do with their Government Travel Card.

What you **should do** with your Government Travel Card:

- Use it to pay for official travel expenses.
- Obtain travel advances for official travel through an Automated Teller Machine (ATM).
- Track your expenses while on travel so you have accurate information for filing your travel claim.
- File your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel to avoid having to use personal funds when your bill is due.
- Submit payment in full for each monthly bill.
- Follow the bank's dispute process for charges which are incorrect.
- Contact your bank's customer service number (on the back of your card) if you have any questions about your bill.

What you **should NOT do** with your Government Travel Card:

- Don't use your card for personal use.
- Don't obtain travel advances through the ATM that will exceed your expected expenditures.

- Don't obtain travel advances through the ATM unless you are on travel or will be on travel shortly.
- Don't allow your monthly bill to become overdue because this could result in suspension or cancellation of your card.
- Don't wait for your monthly bill to file your travel claim.
- Don't forget that the card is issued in your name and liability for payment IS YOUR RESPONSIBILITY.

A few final cautions and a recommendation to cardholders:

CAUTION: Failure to pay your monthly bill will result in the loss of your charging privileges. If your card is suspended, you will not be able to use it until full payment is received by the bank. If your card is cancelled due to non-payment, you will not be issued a new card and your delinquency may be reported to credit bureaus, referred to collection agencies, or lead to other collection actions as necessary.

CAUTION: Travelers shall retain receipts for all lodging expenses and all receipts for reimbursable expenses of \$75 or more for a period of 4 years in accordance with Internal Revenue Service requirements and FMR, Volume 9, Chapter 2.

CAUTION: Be aware that misuse of the card could result in disciplinary actions against you.

RECOMMENDATION: Utilize the voluntary Split Disbursement option when filing your travel voucher. This will allow you to designate an amount of money to be paid directly to the bank by DFAS (generally whatever amount you charged while on travel) and can help avoid delinquencies.

You should direct any questions to your local Travel Card Activity Program Coordinator (APC), Ms. Joan Schmidt, DDC Financial Operations, DSN 771-5110.

